



MontCAS Montana Comprehensive Assessment System February 21, 2007 SPECIAL ISSUE

Instructional Materials on Display in Classrooms during Testing

Q: Do I really need to cover or remove any instructional materials in my classroom?

A: Yes. Cover or remove bulletin boards, posters, guides taped on student desks, and other instructional displays that could aid students during testing. Anything that could guide a student to an answer or organizing an answer should be covered or removed. This includes instructional items that are not available to all students taking the tests. Examples of materials to be covered or removed are multiplication tables, addition tables, fact tables, place value posters, word walls, grammar and punctuation rules, alphabet banners, organizational procedures, and class-formulated operational procedures.

When in doubt: Cover or remove.

Because both the tests and the testing process are standardized, any deviations from the process might compromise the validity of the results.

- Please advise building administrators and teachers that **it does not matter how long materials have been on display in the classroom.** If they are instructional materials such as those described above, they need to be covered or removed.
- If they are not covered or removed, it could constitute a testing irregularity and could invalidate student scores.

CRT-Alternate Additional Materials

- ✚ On January 30, 2007, Measured Progress shipped CRT-Alternate Materials kits to all systems who had submitted CRT-Alternate requests.
- ✚ Additional kits that were requested the week of February 12 have been shipped.
- ✚ If you still need Materials kits, contact Measured Progress directly:
Jake Goldsmith, Montana CRT-Alternate Program Manager
JGoldsmith@measuredprogress.org or 800-431-8901 x2239
Niki Carr, Montana CRT-Alternate Program Assistant
ncarr@measuredprogress.org or 800-431-8901x2238

CRT Additional Materials

- ✚ Test material will be delivered to System Test Coordinators via UPS (United Parcel Service). Materials shipment began on Wednesday, February 14, and was completed on Tuesday, February 20.
- ✚ Please alert your staff and ask them to notify you when they accept delivery of the material. If you have not received test material by February 24, immediately telephone the Montana Help Desk 1-888-792-2741.
 - Each school in your system will be packed separately by grade. Schools will each have a box labeled “Open Me First-Administrative Material Enclosed.” A Material Summary is located in this box. Complete the “Qty Received” and “Qty Returned” columns and return the list with test material at the end of testing. The System Test Coordinator is accountable for returning all secure test material received in the initial shipment and any additional material requests.
 - Request additional material from Measured Progress’s online ordering system at <http://iServices.measuredprogress.org>. At the welcome screen, select Montana from the dropdown menu and click “Enter;” then, select “Order Additional Material” from the left column. Follow the on-screen instructions to order additional material. To access your school’s account, you will need your Measured Progress (MP) ship code, located on the first line of your Material Summary.

Science Field Test Reminders

The science field test is required for all students in grades 4, 8, and 10 except:

- 1st year LEP students and students with an IEP who would require a nonstandard accommodation
- Students who take the CRT-Alternate
- Students in treatment facilities and private non-accredited school. Test material will be shipped to your school; however, participation in the science field test is optional.
- The science field test consists of **two 25-30** minute test sessions, a total of 60 minutes.
- The science field test may be administered **prior** to the March 5 – March 28, 2007 CRT testing window, but it may not be administered after March 28, 2007.
- Science field test items are secure and should not be read by test coordinators or administrators (unless as an accommodation as necessary for administration), discussed, copied, or shared.

Important Coding for Public Schools and Private Schools Accredited by the Montana Board of Public Education

Page 2 of the Student Response Booklet (SRB)

Sections 1 and 2 are required to be hand-coded by school test coordinators after testing.

Section 1: Required only for public schools and private schools accredited by the Montana Board of Education. **TO BE COMPLETED BY SCHOOL TEST COORDINATOR.**

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- ☐ Student not enrolled (For example: homeschooled student)
 - ☐ Former LEP (cannot be current LEP)
 - ☐ Student enrolled less than 180 hours and taking a reading or mathematics course.
 - ☐ Student not in school entire academic year
 - ☐ Student not in district entire academic year
 - ☐ Student participated through alternate assessment this year.

Definition of a full academic year: Student entered on or before the official Fall enrollment count who remain continuously enrolled through the last day of the testing window. For 2007, that is March 28, 2007.

Section 2: Required only for public schools and private schools accredited by the Montana Board of Education. **TO BE COMPLETED BY THE TEST ADMINISTRATOR.**

H STANDARD ACCOMMODATIONS-READING

(Mark all that apply)

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| <input type="radio"/> 1 | <input type="radio"/> 7 | <input type="radio"/> 13 | <input type="radio"/> 19 | <input type="radio"/> 25 |
| <input type="radio"/> 2 | <input type="radio"/> 8 | <input type="radio"/> 14 | <input type="radio"/> 20 | <input type="radio"/> 26 |
| <input type="radio"/> 3 | <input type="radio"/> 9 | <input type="radio"/> 15 | <input type="radio"/> 21 | <input type="radio"/> 27 |
| <input type="radio"/> 4 | <input type="radio"/> 10 | <input type="radio"/> 16 | <input type="radio"/> 22 | <input type="radio"/> 28 |
| <input type="radio"/> 5 | <input type="radio"/> 11 | <input type="radio"/> 17 | <input type="radio"/> 23 | <input type="radio"/> 29 |
| <input type="radio"/> 6 | <input type="radio"/> 12 | <input type="radio"/> 18 | <input type="radio"/> 24 | |

NON-STANDARD ACCOMMODATIONS

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| <input type="radio"/> 30 | <input type="radio"/> 31 | <input type="radio"/> 32 | <input type="radio"/> 33 |
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I STANDARD ACCOMMODATIONS-MATHEMATICS




(Mark all that apply)

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NON-STANDARD ACCOMMODATIONS

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OPI Assessment Contact Information

-  Karen Crogan, Assessment Assistant, kcrogan@mt.gov, 406-444-4431.
-  Karen Richem, Assessment Specialist, krichem@mt.gov, 406-444-0748
-  Judy Snow, State Assessment Director, jsnow@mt.gov, 406-444-3656

